

REQUEST FOR PERMIT  
**PICNIC SHELTER RESERVATIONS**  
WILLIAM B. UMSTEAD STATE PARK  
8801 GLENWOOD AVENUE RALEIGH, NC 27617  
(919) 571-4170

NAME OF RESERVING INDIVIDUAL: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(include street, city, zip)

TELEPHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF PICNIC SHELTER USE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SHELTER WANTED:

CRABTREE SECTION: (Hwy 70/Glenwood Ave Entrance)	LARGE “#1” (100 PERSONS)	\$85.00 _____
	SMALL “#2” (20 PERSONS)	\$25.00 _____
REEDY CREEK SECTION: (I-40 Entrance)	LARGE “#1” (125 PERSONS)	\$85.00 _____
	SMALL “#2” (60 PERSONS)	\$60.00 _____
	Accessible	

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_

There are a number of nature programs available to the public. If your group has a special request for a program, please call the Visitor Center at (919) 571-4170 to make arrangements.

**PLEASE NOTE**

1. APPLICATION AND FEE(S) **MUST** BE RETURNED WITHIN TEN (10) WORKING DAYS. IF RESERVATION IS CANCELLED AND A REFUND IS REQUESTED, WRITTEN NOTICE IS REQUIRED AT LEAST TWO WEEKS PRIOR TO THE RESERVATION.
2. ALCOHOLIC BEVERAGES AND AMPLIFIED MUSIC ARE PROHIBITED.
3. ALL GROUPS MUST BE OUT OF THE PARK PRIOR TO CLOSING. PARK HOURS: NOV-FEB 8AM-6PM, MAR & OCT 8AM-7PM, APR, MAY, SEPT 8AM-8PM, JUNE-AUG 8AM-9PM
4. DAMAGE FEE MAY BE CHARGED AFTER INSPECTION OF THE FACILITY BY PARK STAFF.
5. POSTING OF SIGNS ARE PROHIBITED IN THE PARK!
6. THERE WILL BE A \$25.00 SERVICE CHARGE ON RETURNED CHECKS.
7. ANY TABLES THAT ARE MOVED MUST BE RETURNED TO THEIR ORIGINAL POSITION.
8. PLEASE RECYCLE ALUMINUM CANS.
9. PLEASE MAKE CHECKS PAYABLE TO THE ORDER OF:  
**“TREASURER OF NORTH CAROLINA”**

APPROVED BY: \_\_\_\_\_  
RECEIPT # \_\_\_\_\_  
CHECK # \_\_\_\_\_  
CASH \_\_\_\_\_

\_\_\_\_\_  
(Signature of reserving individual)

\_\_\_\_\_  
(Date)